SUPPLIER CONTRACTS SYLLABUS AND KEY NOTES

COURSE NUMBER CN2

WORKING WITH AD HOC DOCUMENTS

New Definitions
This section identifies new terms.

Ad hoc Document: Ad hoc documents can be used to generate contract requests or can be used outside of Edison as legal documents. They are stand-alone documents not associated with transactional purchasing contracts. Purchasing contracts and ad hoc documents differ in the way that they are processed and by the underlying bind variables they reference.

Amendment: An update to an existing executed contract document. Amendments may be triggered by a change in contract terms in the document.

Clause: The basic building block for a document, clauses are approximately one paragraph in length. They include the wording for contract terms and conditions that are stored, updated, and reused within a document (ie: a clause for a unique shipping term.) Clauses consist of three parts:

- Title: Displayed when the clause is included.
- Full text: Contains the complete clause.
- Reference text: Contains a reference to another source.

Simple text for a clause may be directly entered into Edison, or through Microsoft Word integration. See **Document**.

Clause Group: Provides a means for categorizing clauses according to a standard user-defined class or group structure. For example, you might have a group of clauses that relate to indemnification for work that is performed at the buyer's site. A clause can belong to more than one clause group at a time.

Clause Library: Use clause libraries to define a broad grouping of contract clauses. Each clause can belong to only a single library code (a simple method to categorize a complete set of clauses.) You can use library codes as search criteria when searching for clauses.

Collaboration: The process of reviewing and negotiating the terms of a clause or document. It is an optional step within the approval process used to ensure a document meets the needs of all interested persons. There may be multiple collaboration cycles within a document's life cycle, up to the point of document dispatch.

Configurator ID: This is the unique value for a document configurator which is used to build documents. See **Document Configurator**

Dispatch: Dispatching a document is a process to formally distribute and obtain the signatures of external contract participants.

Document: Refers to the *generated* paper hardcopy document with all clauses, terms, and conditions. Documents are created from a transactional contract or on an ad hoc basis. You may use ad hoc documents for legal documents outside of Supplier Contracts, such as a nondisclosure statement. See **Transactional Contract**.

Document Configurator: A document configurator is used to build a collection of sections, clauses, and/or rules that comprise the overall structure and wording of a document. (It serves as a template for building documents.) Document configurators point to content used by Edison to generate a document, selecting the correct clauses, sections, and rules to incorporate.

Document Library: A repository of documents and their components that include sections, clauses, and document configurators.

Effective Date: The date that an action begins. For example, a supplier contract created on August 5, 2008, may be postdated for August 6, 2008, to start on the next day. Effective dating is useful to control versions of clauses, sections, and rules.

Extension: Additional days beyond the expired term of the contract.

Master Contract: Used to group several contracts for the same supplier and then track them using one master contract ID.

Renewable Contract: Time period available beyond the original option period. A contract with an initial term of three years and two one-year options is said to be "Renewed" when one of those options is exercised.

Run Control ID: An identifier that, when paired with your user ID, uniquely identifies the process that you are running. In addition, it ensures that when a process runs in the background, it does not have to prompt you for any additional input.

Section: A section is a collection of clauses, rules, and/or other sections that have a common function within a document. For example, common warranty information might be comprised of multiple clauses, which can be grouped together into a section. The arranged components within a section will always appear together, in the same order and layout, within a document.

Status: The status for any Edison record answers the question: "Where is it in the process flow or life cycle?" It also designates when a record is available for lookup and processing. There are different types of statuses. For example, a clause has two statuses, one for activity (ie: *Active* or *Inactive*) and another for its approval state (ie: *Pending Approval* or *Approved.*) In Supplier Contracts, there are different statuses at different levels for agreements, contracts, lines within a contract, documents, clauses within a document, and sections within a document.

Sponsor: A user from the department that is sponsoring the contract. Sponsors are assigned on documents and searching for documents by sponsor is possible.

Transactional Contract: Refers to the transactional portion of the contract as it exists in the Edison system. This is not a paper document. See **Document**.

Verification Steps: Verification steps are a checklist of tasks to be completed before Edison considers an Agreement as compliant. Steps are assigned individually to an owner and the owner can update the step information directly or pass the information to the contract administrator who can perform the updates on behalf of the owner. See **Agreement** and **Status**.
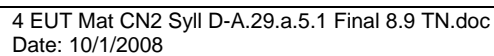
Module Discussion(s)

Supplier Contracts allows for the creation, modification, and monitoring of contract agreements with which to track procurement contracts and request for proposals (RFP's). This process interacts with other Edison modules by receiving, giving or sharing data. Those primary modules include:

Strategic Sourcing: Strategic Sourcing creates contracts from RFP's using agreements and document clauses from Supplier Contracts.

Purchasing & eProcurement: Transactional procurement contracts used by eProcurement and Purchasing are created and maintained by Supplier Contracts.

There are also other areas that may share information with Supplier Contracts such as Payables, Project Costing, and Grants. But, for this class we need only concern ourselves with those primary modules.

This course will provide you with the information necessary to work with contracts and their associated documents and agreements, as well as understanding the contract approval process. To illustrate how this class compares to other classes relevant to Edison's procurement process view the following diagram:

Procurement Courses & Requisition Lifecycle
Swim Lane Diagram

PO1/ePro/SP	PO2	PO4	PO3	SS1	CN1/CN2

Load Requisitions/ Online Entry

Requisition

Budget Check → Approve → Event

Source

Enter Response

Award Approval → Contract

Purchase Order ———— Release

Budget Check → Approve → Dispatch

Receipt

Course Lesson 1: User Roles

Topic Discussion

This lesson will identify those person's who will be using Supplier Contracts, as well as, walking you through the general components of Supplier Contracts in the Edison system.

Key Notes:

1. Not all persons involved in using Supplier Contracts will be State employees.
2. Those roles that will modify and use information within Supplier Contracts:
   - *Agency Contract Administrator:* An administrator who will be responsible for contract management at the agency level.
   - *Agency Requestor:* Agency employee who creates the requisition.
   - *Agreement Compliance Manager*: A user who will be responsible for contract agreement management.
   - *Central Purchasing Buyer:* Users who perform buying functions at the State level. For contract management, these users will primarily focus on statewide contracts and those agencies which do not have a contract administrator.
   - *Collaborator:* A person, from within who provides input on a document.
   - *Contractual Approver:* User who is required by policy or procedure to approve obligation.
   - *Supplier Contract Library Manager:* A central administrator who will be responsible for maintaining the Supplier Contract Library. These employees will be attending a separate class, CN3.
   - *Others such as viewers:* Security restricted to read-only access to contracts, documents, and clauses.

Topic Learning Activities

- *None*

Topic Learning Exercises

- *None*

Topic Learning Self-Assessment

- *None*

Course Lesson 2: Ad Hoc Documents

Topic Discussion

Documents are used to put information (i.e. price, vendor, clauses, etc.) that is associated with a contract into a written format. Similar to contracts, documents must go through an approval process before they can be used in Edison. We will discuss this lifecycle as well as document creation, collaboration, dispatching, and execution. In this lesson you will learn how to view and print documents.

Key Notes:

- The document authoring system tracks actions and saves detailed accounts of changes made to the document. The actions performed on a document determine what buttons are available on the Document Management page.
- Multiple collaboration cycles can be initiated, but only in the initial stages of creation of the document.
- Ad hoc documents are stand-alone documents not associated with transactional purchasing contracts.
- Purchasing contracts and ad hoc documents differ in the way that they are processed and the underlying bind variables they reference.
- Ad Hoc documents can be used to generate contract requests or can be used outside of Edison as legal documents.
- After submitting to the vendor, the Document's status becomes *Dispatched* on the document lifecycle, preceding the next available status of *Executed*, which indicates that a document has been signed by all parties.

Topic Learning Activities

1. *Create an Ad Hoc Document*
2. *Requesting Collaboration on Documents*
3. *Collaborating on Documents*

Topic Learning Exercises

none

Topic Learning Self-Assessment

none

Course Lesson 3: Searching the Library

Topic Discussion

You can perform full-text and object-specific searches when searching for library content. After completing a search, you can review the results and then select from the search results. In this lesson you will learn how to search for clauses, documents, configurators and sections.

Key Notes:

- Searching allows text-based searches for elements in the library and authored contracts.
- *Search Contents* allows you to search for documents, clauses, sections, and configurators regardless of status.
- *Where Used* searches allow you to locate where a document element is used within the document library.
- Text searches can be used in conjunction with *Where Used* searches.

Topic Learning Activities

1. *Search Clause Content*
2. *Search Document Content*
3. *Search Configurator Content*
4. *Search Section Content*

Topic Learning Exercises

- *None*

Topic Learning Self-Assessment

- *None*